

# **Chicago Federal Executive Board Federal Employee of the Year-2003**



## ***Celebrating Americans at Work for A Better America***

### **Nomination Booklet**

The Federal Employee of the Year Awards Program has achieved a great deal of stature during its four decades of existence. The awards are recognized as one of the most important and esteemed forms of non-monetary recognition available to employees of the United States Government, including the Postal Service and non-appropriated fund employees, in metropolitan Chicago. The program is also recognized as the most effective means of publicizing to the general population, as well as to the Federal family, the high caliber of devoted employees in the Federal service. Nominations are appropriate not only for employees who have demonstrated their outstanding performance in their regularly assigned duties, but also for those employees who have played a significant role in agency reinvention or streamlining efforts establishing the foundation for lasting results.

# CATEGORIES

Outstanding employees may be nominated for consideration in one of the following eleven categories. To assist in the nomination process, we have provided a list of occupations, where appropriate. While we have attempted to be as inclusive as possible in this, if your nominee's occupation is not specifically noted, please enter the nomination in a category which has a similar occupation. As a general rule, supervisors should not be nominated for Categories I, III, IV, V or VI. If the nominee is a team leader, coach, facilitator, or otherwise not a full-fledged supervisor, the nomination should be made in the appropriate non-supervisory category, rather than Category II.

## CATEGORY I - OUTSTANDING PROFESSIONAL EMPLOYEE

This category includes those who are employed in professional work (in any of the professions or sciences) which requires knowledge of a field of learning customarily and characteristically acquired through university education related to the specialization, or involves certification or licensing by a governmental body or professional association.

Persons nominated in this category may be employed at any level of professional work, but they will be compared (and thus should be nominated) on the basis of their competence, efficiency, and accomplishment in their professional field. Consultants, supervisors, and local agency heads are not eligible for this category, which includes the following occupations:

Accountant	Fire Protection Engineer	Nurse
Actuary	Fishery Biologist	Nurse Anesthetist
Administrative Law Judge	Food Technologist	Occupational Therapist
Aerospace Engineer	Forestry Specialist	Operations Research Specialist
Agricultural Engineer	General Attorney	Optometrist
Archaeologist	Gen. Biological Science Specialist	Patent Attorney
Architect	Gen. Education & Training Specialist	Petroleum Engineer
Archivist	General Engineer	Pharmacist
Auditor	General Health Science Specialist	Pharmacologist
Biomedical Engineer	General Physical Science Specialist	Photographic Technologist
Ceramic Engineer	Geneticist	Physical Therapist
Chaplain	Geographer	Physicist
Chemical Engineer	Geologist	Physiologist
Chemist	Health Physicist	Plant Protection & Quarantine
Civil Engineer	Hydrologist Specialist	
Community Planning	Industrial Engineer	Podiatrist
Computer Science	Industrial Hygienist	Psychologist
Contracting Specialist	Instructional Systems Specialist	Recreation & Creative Arts
Corrective Therapist	Law Clerk	Therapist
Dental Officer	Librarian	Safety Engineer
Dietitian and Nutritionist	Manual Arts Therapist	Social Scientist
Ecologist	Materials Engineer	Social Worker
Economist	Mathematical Statistician	Soil Conservationist
Education & Vocational Training Specialist	Mechanical Engineer	Soil Scientist
Education Program Specialist	Medical Technologist	Speech Pathologist/Audiologist
Education Services Specialist	Meteorologist	Statistician
Educational Therapist	Microbiologist	Textile Technologist
Electrical Engineer	Mining Engineer	Toxicologist
Electronics Engineer	Nuclear Engineer	Veterinarian
Environmental Engineer	Entomologist	

## CATEGORY II - OUTSTANDING SUPERVISORY EMPLOYEE

This category includes employees who direct the work of others. It covers every general schedule supervisor or manager regardless of the nature of the work of the supervisor's subordinates. Factors to be evaluated include skill in directing or developing subordinates, organizational efficiency or achievements, programmatic accomplishments, empowering employees to get results, and streamlining or re-engineering action taken to achieve the new philosophy of government.

## CATEGORY III - OUTSTANDING PROGRAM SPECIALIST EMPLOYEE

This category includes employees in any administrative or program area not specifically covered by one of the other categories. Supervisors are not eligible for this category, which includes the following occupations:

Administrative Officer	Health System Specialist	Recreation Specialist
Agricultural Commodity Grader	Highway Safety Specialist	Salary & Wage Admin. Specialist
Agricultural Market Reporter	Hospital Housekeeping Mgmt. Spec.	Security Administration Specialist
Agricultural Marketing Spec.	Ind. Property Mgmt. Spec.	Social Insurance Claims Examiner
Air Traffic Controller	Industrial Specialist	Social Insurance Admin. Specialist
Air Navigation Specialist	Insurance Examiner	Social Services Specialist
Aircraft Operation Specialist	Interior Designer	Space Management Specialist
Appraiser and Assessor	Inventory Management Specialist	Sports Specialist
Apprenticeship & Training Rep.	Labor Relations Specialist	Supply Cataloging Specialist
Audio-Visual Production Spec.	Language Specialist	Supply Program Mgmt. Specialist
Bond Sales Promotion Specialist	Loan Specialist	Support Services Admin. Specialist
Budget Analyst	Logistics Management Specialist	Technical Writer and Editor
Building Management Specialist	Management and Program Analyst	Technical Info Services Spec.
Civil Rights Analyst	Manpower Development Specialist	Telecommunications Specialist
Commissary Store Mgmt. Spec.	Mediator	Trade Specialist
Computer Specialist	Medical Records Admin. Specialist	Traffic Management Specialist
Contractor Indus. Rel. Spec.	Military Personnel Mgmt. Spec.	Training Instructor
Distrib. Fac. & Stor.Mgmt.Spec.	Misc. Admin. and Program Spec.	Transportation Industry Analyst
Document Analyst	Outdoor Recreation Planner	Transport Loss & Damage Clms Ex.
Employee Development Spec.	Packaging Specialist	Transportation/Operations Spec.
Employee Relations Specialist	Paralegal Specialist	Transportation Specialist
Equal Employment Opp. Spec.	Passport and Visa Examiner	Unemployment Insurance Specialist
Equipment Specialist (GS-11+)	Personnel Management Specialist	Veterans Claims Examiner
Facility Management Specialist	Personnel Staffing Specialist	Veterans Program Specialist
Financial Admin. & Prog. Spec.	Position Classification Spec.	Visual Information Specialist
Financial Analyst	Printing Management Specialist	Vocational Rehab. Specialist
Financial Management Specialist	Program Management Specialist	Wage Analyst
Food Assistance Program Spec.	Property Disposal Specialist	Workers Comp. Claims Examiner
Gen. Claims Examiner (GS-11+)	Public Affairs Specialist	Writer and Editor
Gen. Facilities & Equip. Spec.	Public Health Program Spec.	Customs Entry/Liq Specialist
General Communications Spec.	Quality Assurance Specialist	Information Technology Specialist
Health System Administrator	Realty Specialist	Human Resources Specialist

## CATEGORY IV - OUTSTANDING LAW ENFORCEMENT EMPLOYEE

This category includes those employees engaged in the enforcement of civil or criminal laws, or the protection of life and property. The enforcement activities may extend to investigations of citizens, units of state and local government, or private industry. Supervisors are not eligible for this category, which includes the following occupations at the grade levels noted:

Air Safety Investigator	Food Inspector	Labor-Mgmt. Relations Examiner
Alcoh. Tobac. & Firearms Insp.	Game Law Enforce. Specialist	Motor Carrier Safety Specialist
Aviation Safety Inspector	GAO Evaluator	Police
Consumer Safety Inspector	Gen. Inspector & Compl. Spec.	Public Health Quarantine Insp.
Correctional Instit. Admin. Spec.	General Investigator	Railroad Safety Inspector
Correctional Officer	Guard	Safety & Occ. Health Specialist
Criminal Investigator	Hearings & Appeals Examiner	Securities Compliance Examiner
	Immigration Inspector	Tax Examiner (GS-6+)
	Import Specialist	Tax Law Specialist
Customs Inspector	Intelligence Specialist	U.S. Marshall
Environmental Protection Spec.	Internal Rev. Agent	Veterans Employment Rep.
Financial Institution Examiner	Internal Revenue Officer	Wage & Hour Compliance Spec.
Fingerprint Identification Spec.		

## CATEGORY V - OUTSTANDING TECHNICAL/PROGRAM SUPPORT EMPLOYEE

This category includes positions which support professional and program work. Supervisors are not eligible for this category, which includes the following occupations at the grade levels noted:

Accounting Technician (GS-4+)	Equal Opportunity Asst.	Orthotist and Prosthetist
Air Traffic Assistant	Equal Opp. Comp. Asst.	Park Ranger
Aircrew Technician	Financial Clerk & Asst(GS-6+)	Pathology Technician
Animal Health Technician	Financial Inst. Examin. Asst	Personnel Clerk & Asst (GS-6+)
Apprentice. & Training Asst.	Fire Protection & Prev. Tech	Pharmacy Technician
Archives Technician (GS-7+)	Freight Rate Tech (GS-7+)	Photographer
Autopsy Assistant	Gen. Arts & Info Asst (GS-7+)	Physical Science Technician
Biological Technician	Gen. Bus. & Ind. Asst (GS-6+)	Physician's Assistant
Budget Clerical Asst (GS-6+)	Gen. Claims Examiner(GS-1-10)	Practical Nurse
Civilian Pay Technician (GS-6+)	General Supply Asst (GS-7+)	Procurement Clerk & Asst (GS-6+)
Communication Relay Operations Asst	Health Aide & Technician	Production Control Assistant
Comp. Insp. & Support Asst (GS-6+)	Hydrologic Technician	Prop. Disposal Clk & Asst
Computer Clerk & Asst (GS-5+)	Illustrating Technician	Psychology Aide & Technician
Computer Operation Assistant	Industrial Engrg. Technician	Purchasing Agent & Assistant
Construction Analyst	Investigative Asst (GS-6+)	Recreation Aide & Assistant
Construction Control Assistant	Legal Clerk & Tech (GS-7+)	Rehabilitation Therapy Assistant
Contact Representative	Legal Inst. Examiner(GS-6+)	Respiratory Therapist
Customs Aide (GS-7+)	Library Technician	Safety Technician
list Dental Assistant	Loss & Damage Claims Ex.	Social Science Aide & Technician
Dental Hygiene Assistant	Medical Instrument Tech.	Soil Conservation Technician
Dental Lab. Aide & Technician	Medical Record Technician	Statistical Assistant (GS-7+)
Diagnostic Radiology Tech.	Medical Supply Aide & Tech	Supply Clk & Technician (GS-7+)
Economics Assistant	Medical Technician	Tax Technician
Editorial Assistant (GS-6+)	Meteorologic Technician	Therapeutic Radiology Technician
Education & Training Tech.	Military Pay Asst (GS-6+)	Transportation Clk & Asst(GS-6+)
Electronics Technician	Misc. Clerk & Asst (GS-6+)	Unemployment Comp. Clms Examiner
Engineering Drafting Tech.	Mgmt. Clerk & Asst (GS-6+)	Vet. Employ. Program Assistant
Engineering Technician	Museum Spec. & Technician	Wage & Hour Assistant (GS-6+)
Environmental Health Technician	Nuclear Medicine Tech.	Workers Comp Asst (GS-6+)
Environmental Protection Asst.	Nursing Assistant	Human Resources Assistant (GS-6+)
Equipment Specialist (GS-1-10)	Office Auto. Clk & Asst(GS-5+)	

## **CATEGORY VI - OUTSTANDING SECRETARIAL/CLERICAL EMPLOYEE**

This category is intended to honor support-type clerical employees who perform work involved in stenography, typing, correspondence, mail and file work, and other work of a general clerical nature. Supervisors are not eligible for this category, which includes the following occupations at the grade levels noted:

Accounting Technician (GS-1-3)	Financial Clk & Asst (GS-1-5)	Printing Clerk
Archives Technician (GS-1-6)	Freight Rate Clerk (GS-1-6)	Procuremt Clk & Asst(GS-15)
Budget Clerk & Asst (GS-1-5)	Gen. Arts & Info. Clerk (GS-1-6)	Prop. Disp. Clk & Asst(GS-1-5)
Cash Processing Clerk	Gen. Bus. & Ind. Clerk (GS-1-5)	Safety & Health Clerk
Civilian Pay Clerk (GS-1-4)	General Supply Clerk (GS-1-6)	Sales Store Clerk
Claims Clerk	Information Receptionist	Secretary
Clerk-Steno and Reporter	Language Clerk	Security Clerk & Assistant
Clerk-Typist	Legal Clerk & Tech (GS-1-6)	Shipment Clerk & Assistant
Coding Clerk	Legal Instruments Examiner (GS-1-5)	Statistical Asst (GS-1-6)
Communications Clerk	Mail and File Clerk	Supply Clerk & Tech (GS-1-6)
Compl. Insp. & Supp. Clerk (GS-1-5)	Management Clerk & Asst (GS-1-5)	Tax Examiner (GS-1-5)
Computer Clerk & Asst (GS-1-4)	Medical Clerk	Telephone Operator
Correspondence Clerk	Messenger	Teller
Customs Aide (GS-1-6)	Military Pay Clerk (GS-1-4)	Trans. Clk & Asst (GS-1-5)
Data Transcriber	Misc. Clerk & Asst (GS-1-5)	Travel Clerk
Dispatcher	Office Auto. Clk & Asst (GS-1-4)	Voucher Examiner
Editorial Assistant (GS-1-5)	Office Drafting Clerk	Wage & Hour Asst (GS-1-5)
Equipment Operator	Personnel Clk & Asst (GS-1-5)	Human Resources Assistant(1-5)

## **CATEGORY VII - OUTSTANDING TRADES AND CRAFTS EMPLOYEE**

This category includes all employees engaged in the performance of skilled and unskilled work involved in any of the manual trades, crafts, and laboring occupations; e.g., Carpenter, Plumber, Mechanic, Inspector, Custodian, etc. It also includes employees who supervise individuals engaged in manual trades, crafts, and laboring occupations. (Any employee classified as WG or WS should be nominated in this category.)

## **CATEGORY VIII - OUTSTANDING COMMUNITY SERVICE EMPLOYEE**

This category is intended to honor employees (including Postal Service employees) who perform significant volunteer service in their communities. Emphasis should be on the demonstrated commitment of the employee, the scope of their efforts, and the impact they have, either directly or indirectly, in improving the lives of those in need of assistance.

## **CATEGORY IX - OUTSTANDING PUBLIC CONTACT EMPLOYEE**

This category is intended to honor employees (including Postal Service employees) whose primary job duty is to provide service to the public in a face-to-face or telephone situation. It covers those front-line employees who deal directly with the public to provide services or benefits. The emphasis is on the skill and compassion with which the employees meet the public to provide direct services, and the efforts of the employees to go the extra step to ensure the public's needs are met.

## **CATEGORY X - OUTSTANDING TEAM**

This category honors groups of employees who, working together as a team, have made an outstanding contribution to: the achievement of a special project; the accomplishment of their agency's mission; the achievement of a significant cost reduction; or the provision of products and services to customers in an exceptional manner. Teams nominated in this category may be employed at any level in their organization. Teams must consist of no less than five (5) members and no more than twenty (20) members to be considered and team members are not eligible to be nominated as an individual in other categories. Teams can consist of members of a single category (professional, crafts & trades, etc) or be multidisciplinary. Teams whose primary focus is law enforcement are not eligible and should be nominated under Category XI.

## **CATEGORY XI - OUTSTANDING LAW ENFORCEMENT TEAM**

This category honors groups of employees who, working together as a team, have made an outstanding contribution in the area of law enforcement. Every member of the team need not meet the eligibility criteria of Category IV - Outstanding Law Enforcement Employee, although the team's primary focus must be law enforcement. The same criteria as Category X - Outstanding Team applies.

# ELIGIBILITY

## GENERAL

A nominee's permanent duty location must be within one of the following counties: Cook, DeKalb, DuPage, Grundy, Kane, Kendall, Lake, McHenry, or Will in Illinois; Lake or Porter in Indiana. An individual may be nominated for only one category. Winners of awards in previous years are considered ineligible. Former nominees may be nominated again, however, such nominations must reflect current performance and accomplishments.

## SERVICE REQUIREMENTS

The nominee must be a permanent Federal employee. Military personnel engaged in civilian type functions are also eligible for nomination.

## PREPARATION OF NOMINATION FORM

In evaluating nominees under each of the eleven categories, the Criteria/Selection Subcommittee will consider the overall accomplishments of the individual. Three factors will be utilized in screening the nominations and selecting the winners. While each factor is important, the nominee need not be exemplary in all. However, ***the factors must be addressed in order.***

### FACTOR - JOB COMPETENCE

Discuss the nominee's job performance, citing examples that show knowledge, efficiency, accuracy, cooperation, dedication, initiative, and other qualities related to the excellence of the nominee's work. Identify how knowledge and skills enabled the nominee to get results, cut "bureaucratic red tape," simplify rules and procedures, or other reinvention efforts which are a direct result of the nominee's abilities. Identify awards, commendations, or other recognition received, especially in the past year.

### FACTOR - IMPACT

Discuss the impact of the nominee's job performance on the immediate office's activities, on the agency's mission beyond the local area, on the operations of other government agencies, or the general public or general community. Comment on the nominee's role and successes as a team leader, coach or facilitator, unleashing a team's innovation, resourcefulness, and creativity.

### FACTOR - SPECIAL EFFORTS

Discuss personal achievement, especially where significant special effort or sacrifice was involved.

## **CATEGORY VIII FACTORS**

These factors apply to Outstanding Community Service Award.

**FACTOR --- JOB COMPETENCE**—Same as Factor I above

### **FACTOR III—COMMUNITY SERVICE**

Discuss the nominee's public service activities not directly job related. Describe the activities, the level of participation (leadership, membership etc) and the extent of participation (time and effort). Describe the impact of those activities on individuals, the organization, the community the metropolitan area, and the nominee. Include any recognition the nominee has received for the community service activities.

## **CATEGORY X AND XI FACTORS**

These factors apply to the Outstanding Team and Outstanding Law Enforcement Team.

### **FACTOR I - DESCRIPTION**

Discuss the specific accomplishments and contributions of the team and why this team deserves to win the award.

### **FACTOR II - IMPACT**

Demonstrate how teamwork impacted the achievement that merits this award. Attributes of teamwork include expressing ideas freely and listening to input of others; attentively responding to suggestions and problems; enabling and encouraging team members to participate in decisions and establishing clear expectations of the team and team members.

### **FACTOR III - TEAMWORK**

Describe the contributions of the individual team members and their impact on the achievements of the team.

### **FACTOR IV - SPECIAL EFFORTS**

Explanation of the efforts, sacrifices and innovations the team members have made.

### **RECENT NATURE OF ACCOMPLISHMENT**

While the nominee's entire career in the Federal service may be considered, the primary basis for the nomination of any individual should be performance and/or accomplishments within the past year.

In comparing individuals within each category, the Criteria/Selection Subcommittee will assign weights to the factors and also consider the recent criterion discussed above. In keeping with the purpose of the awards, greater weight will be given to Factors I and II, except for the Outstanding Community Service Award, where the greatest weight will be placed on actual community service. If a question arises as to the propriety of a category for a given nomination, the Criteria/Selection Subcommittee will resolve the question. To the extent necessary or desirable, the Subcommittee may request additional supportive information or data from the nominating agency.

## SUBMISSION OF NOMINATIONS

Nominations should be submitted to the Chairperson, Nominations Committee, Employee of the Year Awards Committee, using the prescribed nomination form contained in this booklet. The nomination form may be locally reproduced. **A signed original and three copies of the nomination form are required for each nominee.** The forms should be typed, single spaced, with a double space between paragraphs. Do not submit attachments such as copies of certificates or awards. The Criteria/Selection Subcommittee will only consider data included on the *nomination form*. Nominations should be accompanied by a *photograph* (4" x 6") of each nominee for use in a display at the ceremony.

### Mail nominations to:

**Kristi Ridlbauer  
Human Resources 3<sup>rd</sup> Floor  
Social Security  
PO BOX 802105  
Chicago IL 60680-2105**

*Nominations **must** be signed by the head of the agency or installation, or the responsible party acting in that capacity.*

### DEADLINE FOR SUBMISSION OF NOMINATIONS

Nominations must be postmarked no later than midnight, **February 7, 2003**. To be fair to all nominees, this is a firm deadline. **No Extensions will be granted!**

### THE AWARDS

A distinctive award will be presented to the employee selected as outstanding in each category. Finalists in each of the eleven categories will also receive an award and will be recognized at the FEB awards ceremony on April 23, 2003. All other nominees will receive personalized appropriate recognition.

### INQUIRIES

Inquiries concerning nominations should be directed to **Kristi Ridlbauer 312-575-6388 or John Nolan 312-575-6379 or e-mailed to [John.Nolan@ssa.gov](mailto:John.Nolan@ssa.gov)**

# NOMINATION FORM

## 2003 CHICAGO FEDERAL EMPLOYEE OF THE YEAR AWARDS

Submit one original and 3 copies

(Please Type)

FULL NAME OF NOMINEE: \_\_\_\_\_

Please provide PHONETIC spelling of complete name: \_\_\_\_\_

POSITION TITLE, GRADE \_\_\_\_\_

LOCATION (Agency name and address)

\_\_\_\_\_

\_\_\_\_\_

DUTY LOCATION

(If different from above, refer to eligible county list.) \_\_\_\_\_

NOMINEES TELEPHONE NUMBER ( ) \_\_\_\_\_

? PRINT AGENCY NAME *EXACTLY* AS IT SHOULD APPEAR ON CERTIFICATE ?

### Nominee to be Considered for:

(Please check one - refer to category definitions in the Criteria Booklet )

? Category I:

Outstanding Professional Employee

? Category II:

Outstanding Supervisory Employee

? Category III:

Outstanding Program Specialist Employee

? Category IV:

Outstanding Law Enforcement Employee

? Category V:

Outstanding Technical or Program Support Employee

? Category VI:

Outstanding Secretarial/Clerical Employee

? Category VII:

Outstanding Trades & Crafts Employee

? Category VIII:

Outstanding Community Service Employee

? Category IX:

Outstanding Public Contact Employee

? Category X:

Outstanding Team

? Category XI:

Outstanding Law Enforcement Team

## NOMINATION FORM - INSTRUCTIONS

### INSTRUCTIONS

The basic instructions for preparing nominations appear in the Nominations Booklet for the 2003 Chicago Federal Employee of the Year Awards Program.

Submit an *original* and *three copies* of this form for each nominee. Do not submit attachments other than a *photograph* (3" x 5") to be used for display purposes only.

Nominations should be typed, single spaced, with a double space between paragraphs.

The Criteria/Selection Subcommittee can consider only the data shown on pages of this nomination form. Please do not send attachments or work samples because they will not be considered in the selection process.

In the narrative, please describe the nominee's accomplishments in relation to the following three factors: Job Competence, Impact, and Special Efforts. See the Criteria Booklet for further information about the factors. Be specific and address the elements described in the factors in your discussion of the nominee's accomplishments. *Describe each factor separately.*

**NOMINATION FORM - CONTINUED**

**Full Name of Nominee** \_\_\_\_\_

*Please type name exactly as you wish it to appear.*

**FACTOR I – JOB COMPETENCE**

**FACTOR II – IMPACT (Not necessary for Category VIII Community Service)**

## NOMINATION FORM - CONTINUED

Full Name of Nominee \_\_\_\_\_

**FACTOR III -- COMMUNITY SERVICE/TEAM WORK (Necessary only for Categories VIII, X and XI. See Nominations Booklet)**

**FACTOR IV -- SPECIAL EFFORTS**

\_\_\_\_\_  
Name of Agency or Installation Head (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
\*Signature of local Agency/Installation head

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Nomination Coordinator

\_\_\_\_\_  
Telephone number

**Must be signed by local Agency/Installation Head.**

**Submit 1 original & 3 copies of pages 10-13. Also include one copy of page 14.**

# PHOTOGRAPH

**Full Name of Nominee** \_\_\_\_\_

**Category** \_\_\_\_\_

Attach 4" X 6" (minimum size) photograph here. This is for display purposes ONLY and will not be forwarded with the package for judging. Submit one picture; there is no need for three copies of this page. Please also print the full name of the Nominee and the agency on the reverse side of the photo.